

**TOWN OF CONCORD  
SELECT BOARD  
AGENDA  
SEPTEMBER 21, 2020  
4:00PM  
VIDEO CONFERENCE CALL**

Join Zoom Meeting

<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBla21CczdQM0EvWVVFZz09>

Meeting ID: 840 9239 5810

Passcode: 865209

One tap mobile

+16465588656,,84092395810# US (New York)

Dial by your location

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 840 9239 5810

Find your local number: <https://us02web.zoom.us/u/kcwFtQro3l>

|     |   |
|-----|---|
| 1.  | Call to Order   |
| 2.  | Elect Select Board Chair and Clerk for FY21   |
| 3.  | Consent Agenda <ul style="list-style-type: none"><li>- Minutes to approve: August 27, 2020; September 3, 2020</li><li>- Town Accountant Warrants</li><li>- Proclamation: Climate Preparedness Week, September 23-30</li></ul>                                 |
| 4.  | Town Manager's Report   |
| 5.  | Chair's Remarks   |
| 6.  | Library Reopening Discussion – Kerry Cronin, Library Director   |
| 7.  | Extension of Regional Housing Services Office IMA Agreement – Elizabeth Rust, RHSO Executive Director   |
| 8.  | Annual Town Meeting Preliminary Recap – Carmin Reiss, Town Moderator  |
| 9.  | Identify Select Board follow-up on Town Meeting Actions   |
| 10. | FY21 Town Meeting Calendar  |
| 11. | FY21 Select Board Meeting Schedule  |
| 12. | FY21 Committee Liaison Assignments  |
| 13. | Review of FY20 Select Board Goals   |
| 14. | Committee Nominations: Linda Miller of 300 Main Street to the Planning Board for a term to expire on April 30, 2025. Elisabeth Elden of 347 Old Bedford Road to the Hugh Cargill Trust Committee for a term to expire on April 30, 2023.                      |
| 15. | Committee Appointments: Laura Klein of 15 Rollingwood Lane to the Library Committee to serve the remainder of a term set to expire on April 30, 2021. Kathleen Reidy of 125 Paul Revere Road to the Library Committee for a term to expire on April 30, 2023. |

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|     |                              |
|-----|------------------------------|
| 16. | Committee Liaison Reports    |
| 17. | Miscellaneous Correspondence |
| 18. | Public Comments              |
| 19. | Adjourn                      |

**TOWN OF CONCORD  
SELECT BOARD  
MINUTES  
AUGUST 27, 2020  
9:00AM  
VIDEO CONFERENCE CALL**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on August 27, 2020 at 9:00am.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Susan Bates, and Jane Hotchkiss. Also present was Stephen Crane, Town Manager. Ms. Escobedo joined the meeting at 9:50am.

**Call to Order**

Select Board Chair Michael Lawson called the meeting to order at 9:00am.

**Town's Right of First Refusal for property located at Fitchburg Turnpike (Lot 1 and Lot 2)  
owned by Nashawtuc Country Club**

Both the Planning Board, Zoning Board of Appeals, and Natural Resources Commission recommended that the Select Board not exercise the Town's right of first refusal on this property, given that it is not adjacent to any other Town parcel, and the property isn't identified in the Town's open space and recreation plan.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** not to exercise the Town's Right of First Refusal for property located at Fitchburg Turnpike (Lot 1 and Lot 2) owned by Nashawtuc Country Club

**Roll call vote**

Mike Lawson: Aye

Terri Ackerman: Aye

Jane Hotchkiss: Aye

Susan Bates: Aye

Linda Escobedo: Not Present

**Review SB Written Positions on Warrant Articles**

The Select Board discussed their draft positions on the warrant articles as included in the meeting materials. Mr. Lawson will gather and incorporate edits to this document from Select Board members, and finalize the Select Board's written positions to be included in the Town Meeting materials packet.

**TOWN OF CONCORD  
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**Public Comments**

Tanya Gailus of 62 Prescott Road thanked the Select Board for their support on Article 41. Ms. Gailus also commented that in regard to Article 46 that would urge the Select Board to post Open Meeting Law Complaints, the Select Board could also post their response to these complaints. Ms. Gailus offered that filing an OML Complaint is not done to disrupt anything, but out of a sense of responsibility and in the interest of transparency.

**Adjourn**

Upon a motion duly made and seconded, it was UNANIMOUSLY  
**VOTED:** to adjourn

**Roll call vote**

Mike Lawson: Aye  
Terri Ackerman: Aye  
Jane Hotchkiss: Aye  
Linda Escobedo: Aye  
Susan Bates: Aye

**Minuteman Media Network Coverage:**

<https://www.youtube.com/watch?v=SQKsfyBwMw8&t=2s>

Meeting documents: <https://concordma.gov/DocumentCenter/View/25923/August-27-SB-Packet>

**TOWN OF CONCORD  
SELECT BOARD  
MINUTES  
SEPTEMBER 3, 2020  
4:00PM  
VIDEO CONFERENCE CALL**

Pursuant to notice duly filed with the Town Clerk, the Concord Select Board convened in a meeting via video conference call on September 3, 2020 at 4:00pm.

Present were Michael Lawson, Chair; Linda Escobedo, Clerk; Terri Ackerman, Susan Bates, and Jane Hotchkiss. Also present were Stephen Crane, Town Manager; and Mina Makarious, Town Counsel.

**Call to Order**

Select Board Chair Michael Lawson called the meeting to order at 4:00pm.

**Approve changes to the TIF Agreement as proposed by Town Counsel**

Mr. Lawson noted that since the last time the TIF Agreement was publicly discussed, Town Counsel has reviewed it and offered changes that were included in the [meeting documents](#). Ms. Escobedo had also sent a grammatical correction for a missing apostrophe on page 2 of the agreement.

Upon a motion duly made and seconded, it was UNANIMOUSLY:

**VOTED:** to adopt changes to the Tax Incentive Financing Agreement with Town Counsel's input, and to remove the apostrophe in the word "party's" on page 2, and to remove an extra 'e' in Christopher Heights on page 2.

**Roll call vote**

Mike Lawson: Aye  
Terri Ackerman: Aye  
Jane Hotchkiss: Aye  
Linda Escobedo: Aye  
Susan Bates: Aye

**Reconsider Select Board's position on Article 16**

Upon a motion duly made and seconded, it was 4-1:

**VOTED:** to reconsider the Select Board's position on Article 16.

**Roll call vote**

Mike Lawson: Aye  
Terri Ackerman: Aye  
Jane Hotchkiss: Aye  
Linda Escobedo: Aye  
Susan Bates: Nay

**TOWN OF CONCORD  
SELECT BOARD  
MINUTES  
SEPTEMBER 3, 2020  
4:00PM  
VIDEO CONFERENCE CALL**

Ms. Hotchkiss explained her support for Article 16, stating that the Junction Village assisted living development would have the potential to help individuals in the area who are at a difficult point in life, and would also help Concord make progress on its stated affordable housing goals.

Ms. Bates explained her vote and said that she did not think that this project deserved a unanimous vote given all that the Select Board has talked about since February. More work should have been done on this. Otherwise, Ms. Bates said she was fine with the project.

Ms. Ackerman voiced her approval for reconsidering Article 16, citing the developer's willingness to compromise, Town Counsel's review and revisions to the TIF, and the promise made by Grantham Heights that they would not seek any additional financial support from the Town in any manner.

Ms. Escobedo contributed that it has been a long and complicated process, and that at every turn the Select Board has sought out public input and review. Ms. Escobedo stated that the development helps Concord meet a clear need for affordable housing for the senior population, and that the Town must continue to attempt to develop a range of affordable housing for people of all ages at locations across town.

Mr. Lawson offered his support for Article 16, citing the project as being one of the several developments in town that show the town is making progress on its affordable housing goals.

Upon a motion duly made and seconded, it was 4-1:

**VOTED:** to move affirmative action on Article 16.

**Roll call vote**

Mike Lawson: Aye  
Terri Ackerman: Aye  
Jane Hotchkiss: Aye  
Linda Escobedo: Aye  
Susan Bates: Nay

**Adjourn**

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to adjourn.

**Roll call vote**

Mike Lawson: Aye  
Terri Ackerman: Aye  
Jane Hotchkiss: Aye  
Linda Escobedo: Aye  
Susan Bates: Aye

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF CONCORD  
SELECT BOARD**

***PROCLAMATION***  
**Climate Preparedness Week**

- WHEREAS Concord is vulnerable to many of the risks associated with climate change, including extreme heat, extreme precipitation, intense storms, and increased flooding, and is already feeling the effects of climate disruption through extreme weather events such as hurricanes, nor'easters, and heat waves; and
- WHEREAS Concord has committed to taking action on climate by reducing our greenhouse gas emissions 80% by 2050 and preparing to be resilient to the changes to our climate that we are already experiencing; and
- WHEREAS Communities Responding to Extreme Weather (CREW), a network of local leaders building climate resilience through grassroots organizing, community planning, and policy advocacy, has designated the week of September 23-30, 2020 as "Climate Preparedness Week"; and
- WHEREAS Through education, service, planning, and other activities, Climate Preparedness Week will serve as an entry point for residents to engage with these issues on a long-term basis, and will empower residents to help their families, friends, and fellow community members better prepare for climate change;
- THEREFORE We, as the Select Board of the Town of Concord, Massachusetts, do hereby proclaim the week of September 23-30, 2020 as "Climate Preparedness Week" and call upon all Concordians to engage in taking action to ensure that our community is prepared for the effects of climate change and extreme weather.

Proclaimed this 21<sup>st</sup> day of September 2020.



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**CONCORD SELECT BOARD**

## Guest commentary: Virtual Concord librarians tribute extended

**By Joyce Hogan**

Posted Aug 17, 2020 at 9:17 AM

Updated Aug 17, 2020 at 9:17 AM

“My Concord Librarian Makes my Day” and “Now I’m going to Make My Librarian’s Day” ... that’s what the virtual event is all about.

Particularly at this time of pandemic and all of the restrictions in place to protect us from exposure to COVID-19, the main and Fowler Branch of the Concord Library have soared.

On the day that the Concord Library closed because Gov. Charlie Baker announced pandemic restrictions, I was looking for reference books to use in my Private Tutoring Sessions here in town.

At first, amidst the quiet of the readers, there was a regular announcement with no particular alarm. It stated that the library was closing early at 2 p.m. A few minutes later, a librarian came around and said to each one softly, “Take Everything you need and don’t worry about the return. Just hang on to them. Everything is OK!” Of course, children had stacks of books anyway. Their parents said no. The librarian stepped in and gave the same message to the little boy, calming his fears and also stating that there were no fines because this was authorized and they would contact each patron. That child transformed his face into one large grin! “No fines,” he asked. “Wow, thanks!” His relief was palpable!

Since that day, this is what we have experienced:

- All library programs that were face to face went to (Zoom) within a week. They even kept the same time.
- New library cards were issued online instead of in person. You could use the ID number given by email immediately and then produce your picture ID in person when the library was open again.





## Patron Guidelines

The Concord Free Public Library strives to provide a comfortable and welcoming atmosphere. All residents and visitors have the right to use the library services and materials safely and freely. With this right comes the responsibility for conduct that allows each person in the library to study, read and work without interference.

- Patrons must comply with local and state public health requirements including wearing a mask in the buildings. Individuals who are unable to comply will receive services via curbside pickup.
- Parents are responsible for the behavior and supervision of their children. [See Safe Child Policy](#)
- Cell phones should be silenced while in the library. Calls may be taken either outdoors or at the library entrance.
- Library materials must be checked out prior to leaving the building.
- Patrons are responsible for damage to or loss of library materials.
- Patrons may not deface library property.
- The Reference Room on the first floor is used for quiet study and research – please respect this.
- The library is not responsible for personal property.
- Only service and therapy animals are allowed in the library.
- Shirts and shoes must be worn in the library at all times.
- Skateboarding or roller-blading on library property is not allowed.
- No solicitation of any kind is permitted on library premises.
- Patrons will obey federal, state and local laws as well as library policies.

Approved by the Concord Free Public Library Committee, March 18, 2014; revised on August 18, 2020.

- Complimentary packs of sunflower seeds were left outside for everyone to join in on a Summer Family Gardening Project. The box next to it contained circulars that were ordinarily left on a table inside for spontaneous reading. The choices increased.

In the second phase of Gov. Baker's plan, patrons were allowed to pick up the books ordered online and find them on the porch in brown paper bags with their names on it.

Progress was made in Massachusetts reduction of pandemic cases such that borrowed books were now able to be returned on Tuesday and Friday in the book drop. The books would now go through a 14-day quarantine for good measure before re-circulation.

Cards, notes, quotes, pictures and video clips can be sent directly to either branch. Donations are terrific and must be a mailed check sent directly to the library for safety.

And if you need to have your remembrances printed, mailed or hand-delivered, text me at 339-215-9993 or email [JoyceHogan@gmail.com](mailto:JoyceHogan@gmail.com). I will take care of it for you.

And here's some more good news ... the response to this "Concord Librarians make my Day" Tribute has been good and some people have expressed concern on the deadline because of August vacations. It is now extended to Aug. 31.



## CFPL Restoration of Services

### Phase 3, Part 1- Library re-opens for materials browsing/pick-up by reservation (September 21, 2020 as per the Concord Town Manager)

The library will offer open hours five days/week on a reduced schedule. Total capacity in the building will be limited according to the Commonwealth of Massachusetts Workplace Safety Standards for Libraries.

#### Summary:

- Both library locations will open to the public Monday – Friday as follows:  
Main Library 10:00 a.m. – 6:00 p.m. and Fowler Branch 10:00 a.m. – 1:00 p.m. and 2:00 p.m. – 6:00 p.m. The Branch will close 1:00 p.m. – 2:00 p.m. for light cleaning.
- By advance reservation patrons will be able enter the building for up to 45 minutes to pick-up reserves and consult with staff. Hourly reservations will be limited to 15 patrons at the Main Library and 8 patrons at Fowler. The last daily appointment will be at 5:00 p.m.
- Visitor access at the Main Library will be limited to the Sudbury Road entrance where a greeter will be stationed who will confirm the reservation and count the individuals entering the building. A limited number of walk-ins will be permitted and their library barcodes will be scanned and saved electronically for contact tracing purposes. These same functions will take place at the circulation desk at Fowler.
- Visitors will be asked to use hand sanitizer and review a posted health self-evaluation upon entry.
- Special hours will be offered from 10:00 a.m. – 11:00 a.m. daily at both locations for seniors and other at-risk individuals.
- CFPL will continue to offer curbside pickup service at the Main Library only Monday – Friday 10:00 a.m. – 5:45 p.m. At the Fowler Branch, curbside delivery to a patron's vehicle will be available by request.
- Social distancing will be observed including adjustments to proximity of staff stations, workflow, and use of common areas.
- At the Main Library accessible areas for browsing will include: The Thoreau Room, the rotunda new book area, children's non-fiction (as soon as interior wall is constructed), teen area and audiovisual. The Children's Room, Reference Room and 2<sup>nd</sup> and 3<sup>rd</sup> floor library stacks will remain closed with staff retrieving requested items.  
At the Fowler Branch accessible areas for browsing will include: the first floor, with access to the children's room limited to one family at a time. The lower level will remain closed at this time with staff retrieving requested items.

- Available services will include: Special Collections by appointment, virtual programming, reference via Zoom, phone or email, readers advisory for all ages, mediated interlibrary loan, circulation, photocopier and fax, and wireless Internet access. Computer use will be unavailable at this time and patrons are encouraged to bring their own devices and enjoy wireless access to services at the outdoor seating.
- Staff members will promote the use of the self-checkout machines and encourage online payment of fines. Fine amnesty will continue through December 31, 2020.
- Seating will be unavailable at both locations and the total number of people in the building limited, as per current government guidelines to 40% of overall capacity or eight people per 1,000 sq./ft.
- Meeting/Study rooms will not be available.
- Work teams will merge with the majority of staff members resuming work hours on-site, with prior approval, a few may continue to work from home or cover different hours as needed. All staff members will adhere to APP#64 – COVID-19 Workplace Safety Policy.
- Staff and patrons will be required to wear masks while working/browsing in the building until public health officials determine they are no longer necessary. Patrons who are unable to comply will receive services via curbside pickup. Gloves will continue to be recommended for staff when cleaning, wiping down one's work station/equipment, and handling books and other library materials.
- The majority of programming will continue to be offered virtually. Outdoor programs will follow the attached COVID-19 safety protocols (see attached appendix #1).

### **Phase 3, Part 2 - Library expands available services and in library access (Date TBD)**

The majority of library services are reintroduced and a regular schedule of hours resumes.

#### Summary:

- Both CFPL locations will be open their regularly scheduled hours.
- Consolidated service desks are staffed, with some functions taking place in other parts of the building (i.e. answering phones, reference requests, etc.) in order to ensure social distancing and minimal shared contact with phones, computers, and other equipment. More in-depth research assistance offered by appointment "Book a Librarian."
- Direct to You Delivery service to homebound individuals resumes.
- Seating is re-introduced but configured to allow for physical distance.
- Study rooms may be used by one or two people.
- Some computers are accessible with social distance and at timed intervals.
- Meeting Rooms remain unavailable.
- Staff will wear masks/gloves while working in the building unless public health officials determine they are no longer required.
- All staff resume regular work schedules.
- All library programming will continue to be delivered virtually due to restrictions on the size of gatherings.

## **Appendix #1:**

### **Required Protocols for Outdoor Library Events**

#### **Main Library - 129 Main Street**

- Instructors/presenters and guests will self-certify to event organizer that they have no symptoms of COVID-19, have not had close contact with anyone with COVID-19 and have not been asked to self-quarantine by their doctor or local public health official due to possible exposure to COVID-19, as per the attached checklist. All must abide by the most current Commonwealth of Massachusetts COVID-19 public health guidance and directives.
- Presenters will wear face coverings to and from the library, and during the program to the extent possible. Guests must wear face covering to and from the program and for the entire duration of the event unless unable to do so due to a medical condition, which should be communicated as part of the registration process so that staff can offer accommodations.
- A contactless reservation system that records attendee names and contact information will be required in advance to ensure that attendance does not exceed maximum attendance requirements. Staff members will monitor entries and exits to ensure compliance with capacity limits, not to exceed 50 people.
- Groups attending together will be limited to no more than six (6) people.
- CFPL will post signs outlining expected safety protocols at the entrances to performance space.
- CFPL will establish directional markings on pathways to manage foot traffic.
- Hand sanitizer will be available for presenters and guests.
- Instructors/presenters and guests will maintain social distancing of at least 6-10 feet at all times.
- The lawn will include seating markers to ensure proper spacing for attendees.
- Any equipment used (i.e. microphone, device, etc.) will be wiped down and/or sprayed with disinfectant after each program.
- Instructors will be responsible for bringing their own equipment and/or props and will not allow attendees access or loan available supplies such as yoga mats to participants.
- Coordinators for theater and musical performances must adhere to the Workplace Safety Standards for Theaters and Performance Venues. For live outdoor performances singing and the playing of brass and wind instruments is discouraged. For performances involving singing or brass or wind instruments, special distancing should be followed including allowing at least ten (10) Feet between musicians and at least twenty-five (25) feet between the musicians and the audience. We ask performers not to distribute playbills or other print materials at this time.

### **Self-Evaluation Questions for Program Attendees**

**Patrons are expected to keep other community members safe by monitoring their symptoms, temperature, and exposures. Before arriving at a library event, the following must be considered:**

1. Have you been in close contact with someone diagnosed with COVID-19 or with symptoms?
2. Have you had a fever or felt feverish in the last 72 hours?
3. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Are you experiencing any new muscle aches or chills?
5. Have you experienced any new change in your sense of taste or smell?
6. Have you travelled out of state within the last 72 hours?

**If you answered “yes” to any of the questions above, please do not plan to attend a library program until symptoms no longer persist, and/or you have been seen by a medical professional or completed the required quarantine.**

# REGIONAL HOUSING SERVICES OFFICE

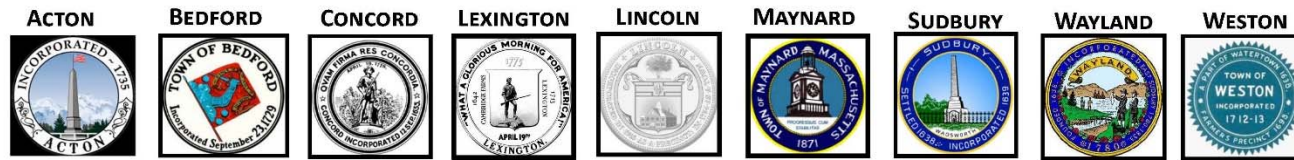
Presentation for FY21 IMA, Concord 9.21.21



*Regional Agreement between Acton, Bedford, Concord, Lexington,  
Lincoln, Maynard, Sudbury, Wayland and Weston*

# RHSO Update – Service Model

## REGIONAL HOUSING SERVICES OFFICE, *ESTABLISHED 2011*



Member Towns receive housing services for an annual fee per Inter- Municipal Agreement:

- Monitoring
- Inventory Management
- Program Development and Administration
- Assessment Valuations
- Local Support (Studies, analysis, feasibility, project review)
- RHSO Website
- Regional Collaboration



RHSO Personnel deliver services through Lead Community.

Membership Fee covers :

- Staffing
- Administrative expenses
- Accounting
- Office support
- Mail
- Technology
- Other

| Member Town Statistics (FY21) |               |                       |                      |        |
|-------------------------------|---------------|-----------------------|----------------------|--------|
|                               | Housing Units | Restricted/ SHI Units | Restricted Ownership | SHI%   |
| Acton                         | 8,475         | 657                   | 70                   | 7.75%  |
| Bedford                       | 5,322         | 981                   | 61                   | 18.43% |
| Concord                       | 6,852         | 721                   | 71                   | 10.52% |
| Lexington                     | 11,946        | 1334                  | 100                  | 11.17% |
| Lincoln                       | 2,130         | 298                   | 59                   | 13.99% |
| Maynard                       | 4,430         | 401                   | 6                    | 9.05%  |
| Sudbury                       | 5,921         | 669                   | 37                   | 11.30% |
| Wayland                       | 4,957         | 330                   | 57                   | 6.66%  |
| Weston                        | 3,952         | 149                   | 11                   | 3.77%  |
|                               | 53,985        | 5,540                 | 472                  | 10.26% |



# RHSO Workplan - Concord





# RHSO Website — [www.RHSOhousing.org](http://www.RHSOhousing.org)




## Resource for municipalities, residents, housing seekers

The screenshot shows the RHSO website homepage. The browser address bar displays [rhsousing.org](http://rhsousing.org). The website header includes the RHSO logo, a "Select Language" dropdown, and a search bar. Below the header is a navigation menu with links: Home, About RHSO, Member Towns, Resident Services, and Affordable Housing Opportunities. A red banner across the middle of the page reads "COVID-19 Information for Affordable Households (updated July 2, 2020) Read more »". On the left side, there is a sidebar with links: FAQs, Contact Us, Documents, and How Do I. The main content area features a "Mission Statement" box and a large photo of a group of people. The photo is captioned "Concord Receives Housing Hero Award". The footer of the website contains the URL <https://www.rhsousing.org/home/bulletins/concord-housing-hero-award-mhp> and the contact information "37 Knox Trail • Acton, MA 01720 • 978-287-1092".

Post Attendee - Zoom x Regional Housing Services Office x +





← → ↻ [rhsousing.org](http://rhsousing.org) ★ 👤 ⋮

Apps Bedford Concord Lexington Lincoln Acton Sudbury Wayland Weston Freddie Mac 30yr fi... RHSO Middlesex south re... ZOOM Maynard

 **Regional Housing Services Office** Select Language   

Home About RHSO Member Towns Resident Services Affordable Housing Opportunities

**COVID-19 Information for Affordable Households (updated July 2, 2020) Read more »**

 FAQs  
 Contact Us  
 Documents  
 How Do I

**Mission Statement**

The Regional Housing Services Office provides the member communities of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland and Weston with affordable housing support and information.

**Concord Receives Housing Hero Award**

<https://www.rhsousing.org/home/bulletins/concord-housing-hero-award-mhp> 37 Knox Trail • Acton, MA 01720 • 978-287-1092

# RHSO Update – Summary

- RHSO successfully completed 10 years of operation
  - ▣ Supported by Select Boards annually
  - ▣ Hosted by Concord since FY15



## **Proactive Compliance Monitoring**

- Preserve Units
- Maintain Housing Inventory

## **Resource Efficiency**

- Centralize Information for existing and prospective residents
- Leverage Resources, Resource Continuity

## **Regional Approach**

- Common Solutions for Common Challenges
- Enhance Municipal Services

## AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Sudbury, Wayland and Weston, hereafter referred to collectively as the “Municipalities,” this 1<sup>st</sup> day of October 2020, as follows:

WHEREAS, the Municipalities desire to share the services and costs of a common Regional Housing Services Office; and

WHEREAS, the Town of Concord is willing and capable of hosting a Regional Housing Services Office; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, s. 4A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The term of this Agreement shall commence on October 1, 2020 and shall expire after a term of three years on June 30, 2023, unless earlier terminated as set forth herein. Any municipality may withdraw from the Agreement as defined below. The Agreement may be renewed for additional three-year terms as voted by each municipality through its respective Board of Selectmen by January 1 of the year of the expiring term.
2. Lead Municipality. During the Term of this Agreement, the Town of Concord shall act as the lead municipality. The Town of Concord shall perform or provide the following:
  - a. Issue Requests for Proposals for Consultants to provide housing administrative services described in Exhibit A: Core Housing Services, attached and incorporated herein, for all the Municipalities;
  - b. Enter into contracts with Consultants to provide said housing administrative services;
  - c. Manage the Consultant contracts;
  - d. Receive invoices from the Consultants and make payments in a timely manner for services rendered;
  - e. Provide office space and related utilities for the Consultants to operate the Regional Housing Services Office;
  - f. Administer the collection, accounting and use of funds provided by the Municipalities to fund the Consultant contracts;
  - g. Provide overall program oversight and related administration;
  - h. Provide conflict resolution in accordance with Section 10 below.
3. Duties of the Regional Housing Services Office. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services as described in Exhibit A: Core Housing Services for an annual allocation of hours as indicated in Exhibit B: Fee Structure, attached and incorporated herein.

4. Funding Structure and Payment. The Town of Concord shall annually request funds from the Municipalities for the upcoming year by July 1 with payment due within 30 days of the written request and the Municipalities shall provide annual funding to the Town of Concord pursuant to the Fee Structure, attached as Exhibit B: Fee Structure. Funding for supplemental services not included in Exhibit A: Core Housing Services and for additional hours in excess of the allotted hours in Exhibit B: Fee Structure shall be requested separately, at the discretion of the Town of Concord and the individual municipality. The Town of Concord shall hold all funds in a separate revolving fund account in trust for each Municipality and shall not disburse such funds for any purpose other than payment of invoices from the contracted Consultants for services rendered and other program expenses. Any municipality may borrow or lend hours to other Municipalities upon written agreement between the impacted municipalities, provided that the total number of hours available to the Regional Housing Services Office remains constant.

5. Subsequent Year Adjustments. The annual allocation of hours in Exhibit B: Fee Structure shall be reviewed and adjusted, if necessary, annually, three (3) months prior to end of each year of the Term of this Agreement. The Town of Concord shall provide to all Municipalities a record of the actual hours of services provided to each municipality and propose an amended Exhibit B in order to make any adjustments necessary for the following year of the Term, which shall be adopted as the Municipalities may agree, in accordance with Section 14.

6. Indemnification. Notwithstanding the final sentence of G.L. c. 40, §4A, to the extent permitted by law, each Municipality (the “Indemnifying Municipality”) separately agrees to indemnify the Town of Concord, including all officials, officers, employees, agents, servants and representatives, from and against any claim arising out of the duties performed by the Regional Housing Services Office pursuant to the Agreement in or on behalf of the Indemnifying Municipality for any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Regional Housing Services Office while performing services for the Indemnifying Municipality. As to any claim or occurrence, the express indemnification set forth above shall be town-specific: Acton's obligations shall be limited to the services provided for Acton; Bedford's obligations shall be limited to the services provided for Bedford; Concord's obligations shall be limited to the services provided for Concord; Lexington's obligations shall be limited to the services provided for Lexington; Lincoln's obligations shall be limited to the services provided for Lincoln; Maynard's obligations shall be limited to the services provided for Maynard; Sudbury's obligations shall be limited to the services provided for Sudbury; Wayland's obligations shall be limited to the services provided for Wayland; and Weston's obligations shall be limited to the services provided for Weston. The Indemnifying Municipality's obligation to indemnify under this Section shall be limited to and benefited by the immunities and the limits on liability that would be applicable under M.G.L. c. 258 and any other law or statute limiting the liabilities of municipalities as if the negligent act or omission had been made by an employee of the Indemnifying Municipality. Furthermore, the Indemnifying Municipalities shall not be liable for any claims arising from:

- a. Violations of state or federal civil rights statutes;

- b. Violations of state or federal discrimination statutes;
- c. Wrongful termination claims;
- d. Violations of any state or federal statute dealing with employment practices;
- e. Claims that are covered by any insurance policy.

7. Termination. (Subsection A) Any Municipality, by a vote of its respective Board of Selectmen or Select Board, may withdraw from and terminate this Agreement at the end of any year with the provision of at least two months' prior written notice to the Town of Concord. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. Upon such termination, the Town of Concord shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. The Town of Concord, by a vote of its respective Select Board, may terminate this Agreement upon the provision of at least one-month prior written notice to the participating Municipalities. After termination of this Agreement, the Town of Concord shall remain liable to the participating Municipalities for any portion of the payments received not earned. (Subsection B) Any Municipality may withdraw at the end of any fiscal year in which the municipal legislative body has not appropriated funds sufficient to support that municipality's participation in the subsequent fiscal year, provided that in such an event, the municipality shall give as much notice to other subscribers to this Inter-Municipal Agreement as the circumstances allow.

8. Advisory Committee. There shall exist an Advisory Committee comprised of one (1) representative from each municipality, whom shall be appointed by the Town Manager/Administrator of the municipality. The Advisory Committee shall endeavor to meet on a quarterly basis in August, November, February and May. The Town of Concord shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting.

9. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Director of the Regional Housing Services Office must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Concord.

10. Additional Communities. The Advisory Committee may vote at any time to amend this Agreement to add an additional municipality or municipalities by unanimous vote and approval of the Lead Municipality, so long as there are no more than nine (9) member communities. If voted and approved as provided in this Section, the participation of said municipality or municipalities is effective as of July 1 of the fiscal year next after the vote is taken unless otherwise agreed among all parties. Any such additional municipality must be adjacent to at least one municipality participating in this Agreement unless waived by a majority of the Town Managers of the originally participating communities.

11. Financial Safeguards. The Town of Concord shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and

all funds received from the Municipalities. The Town of Concord shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.

12. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

13. Amendment. This Agreement may be amended only in writing signed by all Municipalities duly authorized thereunto.

14. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

16. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

17. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Acton  
Town Manager  
472 Main Street  
Acton, MA 01720

Town of Bedford  
Town Manager  
10 Mudge Way  
Bedford, MA 01730

Town of Concord  
Town Manager  
Town House, P.O. Box 535  
22 Monument Square  
Concord, MA 01742

Town of Lexington  
Town Manager  
1625 Massachusetts Avenue  
Lexington, MA 02420

Town of Lincoln  
Town Administrator  
Town of Lincoln  
16 Lincoln Road  
Lincoln, MA 01773

Town of Maynard  
Town Administrator  
Town of Maynard  
195 Main St  
Maynard, MA 01754

Town of Sudbury  
Town Manager  
278 Old Sudbury Road  
Sudbury, MA 01776

Town of Wayland  
Town Administrator  
41 Cochituate Road  
Wayland, MA 01778

Town of Weston  
Town Manager  
P.O. Box 378  
Weston, MA 02493

18. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.



[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit A  
Core Housing Services

1. Monitoring
  - Monitoring Database of Affordable Housing Developments and residents
  - Monitor ownership units
  - Monitor rental developments
  - Assist with resales of ownership units
  - Maintain municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development
2. HOME administration
  - Assist in the preparation of the Annual Action Plan and Annual CAPER documents
  - Monitor HOME Units
  - Consult on HOME funded projects
3. Local Support
  - Provide valuations to assessors for restricted ownership units
  - Meet with staff and housing entities
  - Consult on projects
  - Prepare and Review project documents
4. Regional Activities
  - Assist communities with regional linkages
  - Maintain and support RHSO website, including public and private pages
  - Provide programs and referrals to residents
  - Administer Programs on behalf of all communities

[SIGNATURE PAGES FOLLOW EXHIBIT B]

## Exhibit B Fee Structure

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

### Membership Fee Schedule Chart for FY21

This fee structure does not include payment for supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

| FY21 Membership Fee Schedule |       |          |                |                    |                           |
|------------------------------|-------|----------|----------------|--------------------|---------------------------|
|                              | Hours | % of hrs | FY21 Total Fee | FY21 Q1, Amendment | Q2, Q3, Q4 Remaining FY21 |
| Acton                        | 384   | 11%      | \$29,950.00    | \$7,487.50         | \$22,462.50               |
| Bedford                      | 384   | 11%      | \$29,950.00    | \$7,487.50         | \$22,462.50               |
| Concord                      | 615   | 17%      | \$47,967.00    | \$11,991.75        | \$35,975.25               |
| Lexington                    | 384   | 11%      | \$29,950.00    | \$7,487.50         | \$22,462.50               |
| Lincoln                      | 192   | 5%       | \$14,975.00    | \$3,743.75         | \$11,231.25               |
| Maynard*                     | 140   | 4%       | \$10,920.00    | \$2,730.00         | \$8,190.00                |
| Sudbury                      | 935   | 26%      | \$72,925.00    | \$18,231.25        | \$54,693.75               |
| Wayland                      | 165   | 5%       | \$12,870.00    | \$3,217.50         | \$9,652.50                |
| Weston                       | 370   | 10%      | \$28,858.00    | \$7,214.50         | \$21,643.50               |
| Total                        | 3,569 | 100%     | \$278,365.00   | \$69,591.25        | \$208,773.75              |

Hereon duly authorized and executed as a sealed instrument,

TOWN OF CONCORD  
By its Town Manager

\_\_\_\_\_

Date: \_\_\_\_\_, 2020

**Town of Concord  
2020 Town Meeting  
Summary**

**Consent Agenda**

| <b>Article #</b> | <b>Article Name</b>   | <b>Affirmative Action</b> | <b>No Action</b> |
|------------------|---|---------------------------|------------------|
| 4.               | Ratify Personnel Board Classification Actions   | X                         |                  |
| 5.               | Classification & Compensation Plan for Regular-Status Positions   | X                         |                  |
| 7.               | Accepting Provisions of Section 103(J) of M.G.L. Chapter 32, as Amended by Section 19 of Chapter 188, so as to Increase the Cola Base | X                         |                  |
| 8.               | Use of Free Cash  | X                         |                  |
| 12.              | Authorize Expenditure of Revolving Funds Under M.G.L. c.44, §53E ½  | X                         |                  |
| 13.              | General Bylaw Amendment -- Vote to Adopt Municipal Affordable Housing Trust ByLaws  | X                         |                  |
| 14.              | Appropriate Funds for Affordable Housing Development  | X                         |                  |
| 17.              | Light Plant Expenditures & Payment in Lieu of Taxes   | X                         |                  |
| 18.              | Solid Waste Disposal Fund Expenditures  | X                         |                  |
| 19.              | Sewer System Expenditures   | X                         |                  |
| 20.              | Sewer Improvement Fund Expenditures   | X                         |                  |
| 21.              | Water System Expenditures   | X                         |                  |
| 22.              | Authorize Expenditure from PEG Access & Cable-Related Fund  | X                         |                  |
| 23.              | Beede Swim & Fitness Center Enterprise Fund Expenditures  | X                         |                  |
| 24.              | Minuteman Regional Technical High School District Budget  | X                         |                  |
| 29.              | Middle School Stabilization Fund  | X                         |                  |
| 35.              | Zoning Bylaw Amendment – Hammerhead Lot   | X                         |                  |
| 36.              | Zoning Bylaw Amendment – Relief from Parking Requirements   | X                         |                  |

**Town of Concord  
2020 Town Meeting  
Summary**

|     |  |   |  |
|-----|--|---|--|
| 38. | Zoning Bylaw Amendment – Fairs, Bazaars, Antique Shows, Suppers and Dances | X |  |
| 39. | Zoning Bylaw Amendment – Prohibited Uses                                   | X |  |
| 44. | Community Preservation Committee Appropriation Recommendations             | X |  |
| 50. | Authorize Special Legislation - Additional Liquor Licenses                 | X |  |

**Articles Moved**

| <b>Article #</b> | <b>Article Name</b>  | <b>Affirmative Action</b> | <b>No Action</b> |
|------------------|--|---------------------------|------------------|
| 2.               | Hear Reports   | X                         |                  |
| 3.               | Meeting Procedure  | X                         |                  |
| 10.              | Town Budget  | X                         |                  |
| 11.              | Capital Improvement & Debt Plan  | X                         |                  |
| 15.              | Authorize Special Legislation – Senior Means-Tested Property Tax Exemption                   | X                         |                  |
| 16.              | Approval of Tax Increment Financing Agreement  | X                         |                  |
| 25.              | Concord Public Schools Budget  | X                         |                  |
| 26.              | Concord Public Schools Capital Projects  | X                         |                  |
| 27.              | Concord-Carlisle Regional High School Budget   | X                         |                  |
| 30.              | By Petition: Healthy School Buses for Students   | X                         |                  |
| 32.              | Zoning ByLaw Amendment – Additional Dwelling Unit  | X                         |                  |
| 34.              | Zoning Bylaw Amendment – Planned Residential Development & Table I Principal Use Regulations | X                         |                  |
| 37.              | Zoning Map Amendment - Thoreau Depot Business & Residence C Zoning District                  |                           | X                |
| 41.              | By Petition: On-Site Community Notice of PRD Application                                     | X                         |                  |
| 42.              | By Petition: Amend Sign ByLaw to allow On-Site Posting of Notice of PRD                      | X                         |                  |

**Town of Concord  
2020 Town Meeting  
Summary**

|     | Application  |  |   |
|-----|--|--|---|
| 45. | By Petition: Electronic Recording of Select Board Executive Sessions |  | X |
| 46. | By Petition: Public Posting of Open Meeting Law Complaints           |  | X |
| 47. | By Petition: Investigation and Amendment to the Town Counsel ByLaw   |  | X |

**Articles Postponed**

| Article # | Article Name   |
|-----------|--|
| 1.        | Choose Town Officers   |
| 6.        | Personnel ByLaw Amendment  |
| 9.        | FY20 Budget Adjustment   |
| 28.       | Concord-Carlisle Regional High School Capital Projects           |
| 31.       | By Petition: Municipal Fleet Electrification Report              |
| 33.       | Zoning Bylaw Amendment – Two-Family Dwelling Unit                |
| 40.       | General Bylaw Amendment – Fossil Fuel Infrastructure             |
| 43.       | By Petition: One-Year Moratorium on Zoning ByLaw Section 10 PRDs |
| 48.       | By Petition: Historic Districts ByLaw Nominating Organizations   |
| 49.       | Neonicotinoids Prohibition on Town Agricultural Land             |
| 51.       | Unpaid Bills   |
| 52.       | Debt Rescission  |

## DRAFT Select Board Meeting Schedule

\***Bold text indicates a conflict due to Town Offices being closed**

|               |                   |                        |
|---------------|-------------------|------------------------|
| Monday        | 9/28/2020         | 4pm                    |
| Monday        | 10/5/2020         | 4pm                    |
| <b>Monday</b> | <b>10/12/2020</b> | <b>Columbus Day</b>    |
| Monday        | 10/19/2020        | 4pm                    |
| Monday        | 10/26/2020        | 4pm                    |
| Monday        | 11/2/2020         | 4pm                    |
| Monday        | 11/9/2020         | 4pm                    |
| Monday        | 11/16/2020        | 4pm                    |
| Monday        | 11/23/2020        | 4pm                    |
| Monday        | 11/30/2020        | 4pm                    |
| Monday        | 12/7/2020         | 4pm                    |
| Monday        | 12/14/2020        | 4pm                    |
| Monday        | 12/21/2020        | 4pm                    |
| Monday        | 12/28/2020        | 4pm                    |
| Monday        | 1/4/2021          | 4pm                    |
| Monday        | 1/11/2021         | 4pm                    |
| <b>Monday</b> | <b>1/18/2021</b>  | <b>MLK Day</b>         |
| Monday        | 1/25/2021         | 4pm                    |
| Monday        | 2/1/2021          | 4pm                    |
| Monday        | 2/8/2021          | 4pm                    |
| <b>Monday</b> | <b>2/15/2021</b>  | <b>Presidents' Day</b> |
| Monday        | 2/22/2021         | 4pm                    |
| Monday        | 3/1/2021          | 4pm                    |
| Monday        | 3/8/2021          | 4pm                    |
| Monday        | 3/15/2021         | 4pm                    |
| Monday        | 3/22/2021         | 4pm                    |
| Monday        | 3/29/2021         | 4pm                    |
| Monday        | 4/5/2021          | 4pm                    |
| Monday        | 4/12/2021         | 4pm                    |
| <b>Monday</b> | <b>4/19/2021</b>  | <b>Patriots' Day</b>   |
| Monday        | 4/26/2021         | 4pm                    |
| Monday        | 5/3/2021          | 4pm                    |
| Monday        | 5/10/2021         | 4pm                    |
| Monday        | 5/17/2021         | 4pm                    |
| Monday        | 5/24/2021         | 4pm                    |
| <b>Monday</b> | <b>5/31/2021</b>  | <b>Memorial Day</b>    |
| Monday        | 6/7/2021          | 4pm                    |
| Monday        | 6/14/2021         | 4pm                    |
| Monday        | 6/21/2021         | 4pm                    |
| Monday        | 6/28/2021         | 4pm                    |

**Select Board 2020-2021  
Committee Liaison Responsibilities**

**Linda Escobedo**

Concord Carlisle Regional School Committee  
Concord Housing Development Corporation  
Concord Municipal Affordable Housing Trust  
Concord Public School Committee  
Finance Committee  
Financial Audit Advisory Committee  
HATS  
Junction Village Open Space Task Force  
Tax Fairness Committee  
Trustees of Town Donations

**Susan Bates**

Board of Assessors  
Board of Registrars  
Cemetery Committee  
Conservation Restriction Stewardship  
Council on Aging  
Economic Vitality Committee  
Historical Commission  
Personnel Board  
Planning Board  
Trails Committee

**Jane Hotchkiss**

Board of Health  
Climate Action Advisory Board  
Comprehensive Sustainable Action Comm  
Commission on Disability  
Historic Districts Commission  
Hugh Cargill Trust Committee  
Natural Resources Commission  
Pollinator Health Advisory Committee  
Tax Relief Committee  
Transportation Advisory Committee  
White Pond Advisory Committee

**Terri Ackerman**

Agriculture Committee  
Bruce Freeman Rail Trail Advisory Committee  
Capital Planning Task Force  
Concord Center Cultural District Committee  
Concord Local Cultural District  
Concord Municipal Light Board  
Library Committee  
MMA Fiscal Policy Committee  
MBTA Advisory Committee  
Public Works Commission  
West Concord Junction Cultural District Commission

**Matt Johnson**

2229 Main Street Advisory Committee  
Community Preservation Committee  
Concord Housing Authority  
MAPC/Magic  
Middle School Building Committee  
NMI/Starmet Property Reuse Committee  
Peg Access Advisory Committee  
Public Ceremonies and Celebrations Committee  
Recreation Committee  
Zoning Board of Appeals



## 2019-2020 Select Board Goals

### Process

The Concord Select Board annually affirms its values and guiding principles to align its goals and objectives for improving government as it interacts with the Town Manager, committees, task forces, citizens and other units of government. In so doing, the Board aims to lead and establish strategic priorities, to provide support and guidance and encouragement where appropriate and to be collaborative, open and inclusive at all times.

### Values and Guiding Principles

Governance: Effective, Responsive and Transparent Governance

Financial Stability: Fiscal Responsibility and Financial Stability/Sustainability

Infrastructure: Sufficient, Well-maintained and Reliable Infrastructure

Natural Resources: Protection and Enhancement of Natural Resources

Sustainability and Resilience: Sustainable Management of Energy and Resources and taking actions to regenerate our natural environment

Quality of Life: Maintaining a high level of Town services to Concord citizens

Historic and Cultural Heritage: Preservation and Promotion of Historic and Cultural Heritage

Diversity: Economic and Social Diversity

Balance and Equity: Balance and Equity among divergent individual, Neighborhood and Town-wide interests

Regional and State Interests: Advancement of Concord's Interest in the Region and the Commonwealth

### Goals and Objectives

Specifically, the Board supports short and long-term goals and objectives in the following categories:

#### *Effective Governance, Board Organization, and Communication*

1. Encourage and support the new Town Manager and establish a positive working relationship between the new Town Manager and the Select Board.
2. Continue to support the Town Manager, town departments and town committees to begin to incorporate goals and implementation action steps from the 2030 *Envision Concord* Comprehensive Long-Range Plan in their current year goals. Similarly, oversee the implementation of goals identified by the Select Board.
3. Seat the Middle School Building Committee and Nuclear Metals/Starmet Property Re-use Planning Committee.
4. Provide guidance and resources for all Town volunteers serving on boards and committees to improve consistency and efficiency of public meetings and hearings. Continue training for residents serving on boards and committees.
5. Promote open and transparent government through enhanced use of technology and increased public access television, and the work of the PEG Access Committee among other means; and work to continuously improve citizen communications.
6. Streamline the Green Card process to encourage new citizen volunteers. And, ensure that all volunteers are acknowledged for their willingness to serve.
7. Complete an updated review of the Town/Library Agreement.

### *Financial Stability*

1. Instill integrated fiscal policies among the Select Board, the Finance Committee, and the School Committee to manage Concord citizen's tax burden.
2. Support management of Town services and budgets to maintain Concord's Aaa bond rating and to avoid Proposition 2-1/2 Overrides.
3. Develop a more effective longer-run method for understanding the Capital and Facilities needs of the Town and the Schools, to include timetables, cost estimates, and environmental impacts.

### *Balance, Equity and Diversity*

1. Work to implement the affordable housing initiatives passed at Town Meeting including work with our legislative representative to enact articles 25 and 26 and to establish the Town Committee and supporting documents contained in article 24.
2. Prepare a warrant article for town meeting based on recommendations from the Affordable Housing Funding Committee final report to the Select Board.
3. Continue to work with business sector to establish retail diversity support systems including intra and inter-town transportation.
4. Work with Police Department and other enforcement departments to demonstrate Concord's commitment to its Welcoming Community status.
5. Support proactive planning for wastewater infrastructure, water, telecommunications, energy, parking, traffic, and outdoor lighting.
6. Continue to apply Concord's Sustainability Principles in town decision-making, where appropriate, and seek economic, social and environmental resiliency in both public and private sector development.

### *Maintaining Concord's Unique Character, Historic and Cultural Heritage, Agriculture and Natural Resources*

1. Encourage collaboration among town departments on planning priorities, conservation and acquisition of land to preserve Concord's rural and agricultural culture.
2. Enhance accessibility to recreation and conservation resources in Concord for all citizens.
3. Review and implement recommendations for the recreational use and long-term protection of White Pond and the Gerow land and their ecosystems.
4. Work with the Natural Resources Committee on balancing dog friendly access and ecosystem protection on conservation lands.
5. Continue to monitor progress on Nagog Pond litigation.
6. Work with Harvard University to implement our agreement and Continue to seek resolution to access and use of the Estabrook Woods.

*Regional and State Interests*

1. Meet regularly with state legislators.
2. Participate in regional organization of which Concord is a member such as HATS, HFAC, MPO, MAPC, BRBSB, MAGIC, and Cross-Town Connect.
3. Maintain active relationship with Hanscom AFB.
4. Actively participate in MMA Fiscal Policy Committee.
5. Continue representation on the Minuteman High School Building project and ongoing involvement with the Minuteman High School.
6. Identify opportunities for Concord's two cultural districts and coordinate efforts across sectors and locations.

----- Forwarded Message -----

**From:** tbartevyan <[tbartevyan@yahoo.com](mailto:tbartevyan@yahoo.com)>

**To:** Linda Escobedo <[lescobedo@concordma.gov](mailto:lescobedo@concordma.gov)>; Jane Hotchkiss <[jhotchkiss@concordma.gov](mailto:jhotchkiss@concordma.gov)>; Susan Bates <[sbates@concordma.gov](mailto:sbates@concordma.gov)>; Terri Ackerman <[tackerman@concordma.gov](mailto:tackerman@concordma.gov)>; Matt Johnson <[mjohnson@concordma.gov](mailto:mjohnson@concordma.gov)>; Stephen Crane <[scrane@concordma.gov](mailto:scrane@concordma.gov)>; Jeremy Romanul <[jromanul@concordma.gov](mailto:jromanul@concordma.gov)>

**Cc:** Kaari Tari <[ktari@concordma.gov](mailto:ktari@concordma.gov)>

**Sent:** Wednesday, September 16, 2020, 06:54:23 AM PDT

**Subject:** For posting please-- Fw: Transportation Advisory Committee and the Open Meeting Law

Dear Members of the Select Board and Mr. Town Manager,

I am re-sending my earlier email below, with some added perspective. I ask that this note be posted, including the email below. The email below also includes the Open Meeting Law statements etc.

I wish to stress that I respect and recognize a (our) Town Manager's prerogative to form a Committee to advise him on a matter. This is certainly a useful and legitimate option for an administrator to have in order to perform his/her duties.

My claims are not about "transparency and disclosure at all costs." I am often misunderstood and misquoted in this regard.

My interests lie more in having us all be on the same page vis a vis each sector's rights and responsibilities, so that we are all CLEAR about what each committee does, what each decision means, how each viewpoint was formulated. Any further demands or offerings for transparency, from any party, are discretionary.

**Hence, vis a vis the Transportation Advisory Committee:**

I went back and listened to the Select Board's discussion on the subject of the Transportation Advisory Committee on February 10th. The draft charge for the Transportation Advisory Committee in the packet for that meeting states that it will be subject to the Open Meeting Laws.

Even though, during that Feb. 10 discussion, the Town Manager was advocating for a membership to suit his own perspective and approach, it was nevertheless clear that the Committee's function was not only to advise him. It was also to inform and educate the community, as Ms. Hotchkiss articulated.

The Select Board has not taken up the matter since then as its own agenda item.

**HAS the description of the Transportation Advisory Committee changed?**

**IS it now officially a Committee that the Town Manager has formed to advise him, and only to advise him?**

**IF SO, Please make this clear, and I will have NO objections.**

We will know that whatever conclusions the Committee reaches will be processed by the Town Manager alone.

We, as the public, will appreciate being invited into the discussion once in a while, as needed and as deemed appropriate by the Town manager.

**If that is not the case, if the Committee's function is more than that,** the Committee needs to meet under the Open Meeting Laws, even if the Town Manager appointed its members. (The text copied below.)

On September 8th, Mr. Crane said the Committee would meet "tomorrow." The agenda for that meeting needs to be posted in retrospect, as should the minutes when ready, and the meetings need to be public meetings from now on.

I note that being a public body still allows for needed Executive Sessions or one-on-one off-meeting discussions between a member and the Town Manager on any security related concerns.

Please clarify for the Town which kind of Committee this is. To solely advise the Town Manager, or one with further goals.  
If it is the latter, it is a "public body."

Kindly post this email and the one below.

Thank you,

Tanya Gailus

----- Forwarded Message -----

**From:** tbartevyan <[tbartevyan@yahoo.com](mailto:tbartevyan@yahoo.com)>

**To:** Stephen Crane <[scrane@concordma.gov](mailto:scrane@concordma.gov)>; Michael Lawson <[mlawson@concordma.gov](mailto:mlawson@concordma.gov)>; Linda Escobedo <[lescobedo@concordma.gov](mailto:lescobedo@concordma.gov)>; Jane Hotchkiss <[jhotchkiss@concordma.gov](mailto:jhotchkiss@concordma.gov)>; Susan Bates <[sbates@concordma.gov](mailto:sbates@concordma.gov)>; Terri Ackerman <[tackerman@concordma.gov](mailto:tackerman@concordma.gov)>; Matt Johnson <[mjohnson@concordma.gov](mailto:mjohnson@concordma.gov)>; Jeremy Romanul <[jromanul@concordma.gov](mailto:jromanul@concordma.gov)>

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**Sent:** Tuesday, September 8, 2020, 03:58:56 PM PDT

**Subject:** Transportation Advisory Committee and the Open Meeting Law

Dear Mr. Town Manager and Select Board:

To follow up on the discussion about the Transportation Advisory Committee during the Town Manager's report and the Public Comments portions of today's (September 8) meeting of the Select Board:

The Open Meeting Law

states: <https://www.mass.gov/files/documents/2017/10/12/OML%20Text.pdf> page 2:

"'Public body', a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, **however created, elected, appointed or otherwise constituted, established to serve a public purpose**; provided, however, that the governing board of a local housing, redevelopment or other similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that **'public body' shall not include** the general court

or the committees or recess commissions thereof, bodies of the judicial branch or **bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer** and shall not include the board of bank incorporation or the policyholders protective board; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body."  
**(Bolds mine.)**

Thus, I believe, unless the Transportation Advisory Committee is formed "solely" for the purpose of advising a constitutional officer, it would be subject to the Open Meeting Law, no matter who appointed it- Select Board, Town Manager, or anyone else.

From the Town Manager's description of the Committee's work, it did not sound like the Committee's sole purpose is to advise him or another constitutional officer.

Please check with the Town Clerk or the AG's Division of Open Government before concluding that the Transportation Advisory Committee does not constitute a "public body" subject to the Open Meeting Laws.

Thank you,

Tanya B. Gailus